**Job Title:** Cover Supervisor

**Grade:** C1 (SCP 12-17)

**Reporting to:** Cover Manager

**Job Purpose:**

The successful candidate will:

* Provide classroom cover for teaching staff who are absent (covering short term absences).
* Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
* Implement the academy’s behaviour system and all relevant school policies.
* Report back to the team leader on a daily basis.
* Invigilate internal and external examinations when required.
* Accompany visits and field trips as required.
* Fulfil any other reasonable task requested by the Principal.
* Lead extra-curricular activities.
* To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate.
* To monitor and evaluate pupil responses to learning activities.
* To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters.
* To undertake marking of pupils work that has predetermined answers and involves no element of professional judgement or assessment.
* Accurately record all achievement and progress.
* Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy.
* Liaise sensitively and effectively with parents/carers as agreed with the teacher.

Administer and assess routine tests and invigilate exams/tests where required.

* Support the use of ICT in learning activities and develop pupils competence and independence in its use.
* To provide general clerical administrative support – administer course work to produce worksheets for agreed activities.
* Complete AM, Break, Lunch and PM supervisory duties as required by the Principal.